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18 AUG 1992

MEMORANDUM FOR: Director of Logistics

FROM:

[redacted]
Chief, Building Planning Staff, OL

SUBJECT:

New Building Space Allocation Strategy [redacted]

1. It has been recommended that actual space allocation decisions for the new building be withheld until construction is in progress. While there is no reason to change that course of action, there is a need to develop a strategy or model for use by the A-E for the purposes of building design. This memorandum is for the purpose of gaining your concurrence for that strategy.

2. The strategy is based on a cost/benefit analysis that would give priority allocation to those components whose relocation to the new building would provide the greatest benefit to the Agency for the least investment. Based on that criteria, the priorities would be as follows:

a. First priority would be assigned to components not located at Langley. The Agency gains most by consolidating these components and does so at only the cost of the physical move.

b. Major machine systems would be relocated from Headquarters to the new building. The rationale is to reduce life-cycle system costs by providing well engineered space, recovering energy savings, and eliminating the need for further expensive utility modifications to the Headquarters. While the long-term benefits are great, the near term disadvantage is the need to expend additional money to restore Headquarters machine areas to people space.

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c. Assuming there is space available, relocate components from Headquarters to the new building who would most benefit from adjacency to components and/or machine facilities within the new building. This again would mean expending funds within the Headquarters to accommodate other components. [redacted]

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3. This rationale would obviously result in the majority of the DDA and DDS&T components residing in the new building along with some small number of DO and DDI components. It then would become natural to think of consolidating DDA and DDS&T in the new building, leaving the DCI, DO, and DDI in the Headquarters. Space estimates available at this time suggest that the DDA and DDS&T could fit in the new space. Assuming this scenario were followed, there would be 100,000 to 150,000 square feet made available in the Headquarters for DO and DDI growth. [redacted]

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4. Since this scenario fits closely with what the majority of the Agency would desire, represents a low cost allocation strategy, reduces the security concern by minimizing exposure of the Headquarters organization to external contractors, and reduces near term workload associated with tracking space requirements, your concurrence is requested to proceed with this allocation model for the purposes of building design. (U)

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[redacted]
Chief, Building Planning Staff, OL

APPROVED:

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[redacted]
Director of Logistics

19 Aug
Date

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